Online Census Roster Process
Title 5 requires that each district (instructor), by the end of the business of the day immediately preceding the census date, drop all students who are inactively enrolled in the course. Title 5 also states that inactive enrollment occurs when a student has been identified as a “no show,” officially withdraws from the course, or is no longer participating in the course.
STEP 1

AFTER LOGGING IN TO YOUR ACCOUNT, CLICK ON “WEB-ENABLED DROP ROSTER”

Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Final Grades
- Add or Drop Classes
- Look Up Classes
- Faculty and Advisor Security Information
- Class Schedule
- Course Catalog
- Office Hours
- Rosters

Web-Enabled Drop Roster
STEP 2
SELECT A TERM

Term Selection

Select a Term: Fall 2014
Submit
Step 3

Click on the CRN link

CRN link is live and "clickable"

Active column reads "Now"

Available column shows the dates of Availability to drop

Drop Roster Status

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. Additionally, the current grade notation if at least one student's grade has been rolled.

The grade-roll status of each class is noted in the Roled column.

Click the CRN link to access the available Drop Roster

Current Drop Roster Summary

Sections Disabled or Without Defined Drop Rosters

The sections below are either disabled from drop roster processing or are not setup with drop rosters.

No sections to list.
Drop Roster Maintenance

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Cancel button to reset the Action field to None for all students.

If you have no students to drop from the CRN, you still MUST submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with "None" for the Action field, select Submit, and a confirmation page will display to verify this choice.

### Course Information

<table>
<thead>
<tr>
<th>CRN</th>
<th>Title</th>
<th>Rule ID Roster Type</th>
<th>Census Type Dates Available</th>
<th>Roster Last Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>52379</td>
<td>Introduction to Engineering - ENGR 1500 212</td>
<td>Census Roster Census 1</td>
<td>Aug 08,2014-Aug 25,2014</td>
<td>Not Submitted</td>
</tr>
</tbody>
</table>

### Students Eligible to be Dropped

<table>
<thead>
<tr>
<th>Record</th>
<th>Student ID</th>
<th>Student Name</th>
<th>Current Registration Action</th>
<th>Student Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Ryan L.</td>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Richard A.</td>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Christian T.</td>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Sandy</td>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
</tbody>
</table>

[Submit][Reset]

[Return to Previous]
Drop Roster Maintenance

Instructor Drop (No Show): Richard never attended class

Instructor Drop (No Grade): Christian attended class but stopped showing up prior to census

None: Ryan and Sandy continue to attend

Step 6
Drop Roster Maintenance

All students eligible to be dropped from the CRN are listed below. Update the registration states in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Cancel button to reset the Action field to None for all students.

If you have no students to drop from the CRN, you still MUST submit the page without updating any student Action fields to record that you have reviewed this CRN and approve its roster. Leave all students with "None" for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

<table>
<thead>
<tr>
<th>CRN</th>
<th>Title</th>
<th>Rule ID</th>
<th>Roster Type</th>
<th>Census Type</th>
<th>Dates Available</th>
<th>Roster Last Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>52379</td>
<td>Introduction to Engineering - ENGR 1500 212</td>
<td>2</td>
<td>Census Roster</td>
<td>Census 1</td>
<td>Aug 08,2014-Aug 25,2014</td>
<td>Not Submitted</td>
</tr>
</tbody>
</table>

Students Eligible to be Dropped

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student ID</th>
<th>Student Name</th>
<th>Current Registration Action</th>
<th>Student Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>**********</td>
<td>Ryan L.</td>
<td><strong>Web Registered</strong></td>
<td>**********</td>
</tr>
<tr>
<td>2</td>
<td>**********</td>
<td>Richard A.</td>
<td><strong>Web Registered</strong></td>
<td>**********</td>
</tr>
<tr>
<td>3</td>
<td>**********</td>
<td>Christian T.</td>
<td><strong>Web Registered</strong></td>
<td>**********</td>
</tr>
<tr>
<td>4</td>
<td>**********</td>
<td>Sandy</td>
<td><strong>Web Registered</strong></td>
<td>**********</td>
</tr>
</tbody>
</table>

[Submit] [Reset]
IF YOU NEED TO MAKE CORRECTIONS OR CHANGES, CLICK ON “CANCEL”

IF NOT

CLICK ON “SUBMIT CHANGES”
Once you have “Dropped” the appropriate students, the list of names remaining is considered your clean Census Roster.

You will need to CONFIRM your Census Roster the day prior to your Specific Census Date even if no students are being dropped.
Behind the Scenes

- These are screenshots that the Office of Admissions and Records will see
  - List of Students Enrolled as of Census Date
  - Last Date of Instructor Activity
<table>
<thead>
<tr>
<th>Sequence</th>
<th>ID</th>
<th>Name</th>
<th>Status</th>
<th>Final Grade Date</th>
<th>Final Grade模式</th>
<th>Final Grade</th>
<th>Credit Hours</th>
<th>Hours Attended</th>
<th>Last Attendance Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>31</td>
<td>Ryan L., Sandy</td>
<td>RW</td>
<td>13-ALG-2014</td>
<td>S</td>
<td></td>
<td>2.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rule ID Sequence</td>
<td>Roster Type</td>
<td>Description</td>
<td>Active</td>
<td>Census Type</td>
<td>Date First Available</td>
<td>Date Last Available</td>
<td>Date First Submitted</td>
<td>Date Last Submitted</td>
<td>Maintained By ID</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
<td>-----------------</td>
<td>--------</td>
<td>-------------</td>
<td>----------------------</td>
<td>---------------------</td>
<td>----------------------</td>
<td>--------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>2</td>
<td>Census</td>
<td>Census Roster</td>
<td></td>
<td>Census 1</td>
<td>08-AUG-2014</td>
<td>26-AUG-2014</td>
<td>14-AUG-2014</td>
<td>14-AUG-2014</td>
<td>A00200111</td>
</tr>
<tr>
<td>5</td>
<td>Total</td>
<td>Total Roster</td>
<td></td>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THINGS TO REMEMBER

- **Census Roster** is available the first day of class through Census date although dropping students on Census Date will result in the student receiving a “W”. Remember, the census date is the FIRST date to receive a “W” grade. Please drop your students through the date **before** census. Any drops on your census date, please send to counseling or admissions ext 7748 or 7741.

- You will need to drop and confirm your Census Roster the **day before** your Census Date in order to not award a “W”

- This process is to confirm your roster as of Census

- You will need to confirm your roster regardless if you are dropping students

- The day that you drop the student is the date you that will show as the dropped date

- **Paper Census Roster** will need to be used if you miss the census date. We very strongly encourage online roster submission as paper submission is time consuming and cumbersome.

- Please contact Academic Records at 661-763-7756 with any questions